

Heritage Toronto
157 King Street East,
3rd floor
Toronto, ON M5C 1G9

Tel: (416) 338-0650
Fax: (416) 392-1772
falvare@toronto.ca
www.heritagetoronto.org

2016 OPERATING BUDGET BRIEFING NOTE

Heritage Toronto: 2013-2016 Trends for Specific Expenditure Accounts

Issue/Background:

The Budget Committee at its meeting of December 15, 2015, requesting the City Manager to provide briefing notes to the January 5, 2016 meeting. The motion requires detailed reporting on specific expenditure accounts that would include actual spending from 2013 to 2015, together with the corresponding 2016 Preliminary Budget estimates for the following expense categories:

- Mailing
- Advertising and Promotion
- Office Supplies
- Travel
- Training/Conferences
- Material & Equipment - Communications – Not applicable to Heritage Toronto
- Rental of Office Equipment
- Contracted Services – Not applicable to Heritage Toronto
- Material and Equipment Hand Tools – Not applicable to Heritage Toronto
- Professional and Tech - Management Fees – Not applicable to Heritage Toronto
- Catering Services – Not applicable to Heritage Toronto

Key Points:

Cost Category	2013 Actual	2014 Actual	2015 Q3 Actual	2015 Projected	2016 Proposed
Mailing	4,338	3,898	4,153	4,600	4,800
Advertising & Promotion	28,512	38,741	22,325	24,000	26,000
Office Supplies	4,338	5,753	4,807	5,500	5,500
Travel	-	-	-	-	1,000
Training/Conferences	1,782	3,680	447	550	1,500
Rental of Office Equipment	5,246	6,480	4,970	6,500	6,500

- 2016 Budget Request forecasts a total operating budget of \$ 768,379; with \$ 459,500 in self-generated revenue and \$ 308,879 from the City of Toronto (reflecting the 1% reduction requested by City Manager).

- Explanation of Increases:

Advertising and Promotion: This increase will be funded by new sponsors for our Tours program.

Travel and Training/Conferences: These expenses will be offset by a grant (received in December 2015) of \$5000 from the Toronto Foundation towards the professional development of our Director of Programming.

Prepared by: Francisco Alvarez, Executive Director, Heritage Toronto, (416) 338-0650,
falvare@toronto.ca

Further information: Francisco Alvarez, Executive Director, Heritage Toronto,
(416) 338-0650, falvare@toronto.ca

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